

Army Acquisition Corps *Corps Eligible* Procedures/Application

If you are a current member of the Corps Eligible (CE) Program with Level III Certification, there is no need to reapply. Upon selection to a GS-14 Critical Acquisition Position (CAP) you will be accessed into the AAC. If you are a current CE but do not meet the Level III Certification requirement, there is also no need to reapply. However, you have until December 31, 1999 to comply with the modified requirements and automatically maintain your CE Program membership. Otherwise, you will be removed from the Program at that time.

If you have applied for the CE Program and you were not found to meet AAC accession standards: simply attach documentation verifying that you are Level III certified and meet the specific standard(s) previously unfulfilled, to a copy of the letter sent from the Acquisition Career Management Office (ACMO), informing you of those unfulfilled standards, and send it to the address below.

If you are an Army civilian member of another DoD Acquisition Corps, reserve or active, and want to apply for the CE Program, fill out the personal section, top portion of the Army Acquisition Corps *Corps Eligible* Procedures/Application, attach a copy of your Corps membership certificate, and send it to the address below.

If you are an Army civilian and are found to meet AAC accession criteria, you will receive a welcome letter designating you as a CE.

If you are found to not meet AAC accession criteria, you will receive a letter stating what is required for you to meet the accession criteria.

Applications received without the appropriate, validated, or signed supporting documentation will result in non acceptance to the CE Program. Supporting documentation other than what is identified on the application will be accepted if it is valid, verified and signed by a supervisor.

IT IS THE RESPONSIBILITY OF ALL WORKFORCE MEMBERS TO ENSURE THAT THEIR PERSONAL RECORDS ARE CURRENT AND UPDATED WITH THEIR LATEST EDUCATION, TRAINING AND EXPERIENCE(S).

Mailing Instructions

Send pages 2 and 3 of the Army Acquisition Corps *Corps Eligible* Program Procedures / Application and all supporting documentation to: Director, Acquisition Career Management Office, Corps Eligible Program, ATTN: SARD-ZAC, 10th Floor, 2511 Jefferson Davis Highway, Arlington, Virginia 22202-3911.

*** Privacy Act Statement**

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that: Collection of your Social Security Number and using it as an employee identification number is authorized by Executive Order 9397. The furnishing of this information is voluntary; it will be used to update your ACPERS record and may be provided to the Functional Chief Representatives for career management purposes.

Army Acquisition Corps Corps Eligible Procedures/Application

All applicants must supply the following personal information. Please type or print.

Name (LAST, First, Middle): _____ SSN*: _____ - _____ - _____

Organization:

Work Phone: (Comm)
(DSN)

Position Series/Grade:

Fax Number: (Comm)
(DSN)

Acquisition Career Field:

Home Phone Number (Optional):

Home Address:

Work Address:

E-mail Address:

CORPS ELIGIBLE PROGRAM MEMBERSHIP REQUIREMENTS

All education, experience and training standards must be met to become a member of the Corps Eligible Program.

Check the boxes that identify how you meet the accession standards, then check the boxes that identify the supporting documentation, copies of which you will attach, which can verify your fulfillment of the selected standards.

EDUCATION:

Must meet ONE: Please check the box that indicates how the first half of the education criteria is met and check the box that identifies the supporting documentation you have attached.

- ☐ Baccalaureate degree from an accredited educational institution.
 - ☐ Signed Acquisition Career Record Brief (ACRB) ☐ Diploma
 - ☐ Transcript, indicating type of degree.
- ☐ Ten years of acquisition experience as of Oct 1, 1991.
 - ☐ Signed ACRB ☐ SF 171 ☐ OF 612
 - ☐ DA Form 2302, indicating 10 years of acquisition experience.
- ☐ Less than ten years acquisition experience, but was serving in an acquisition position on Oct 1, 1991 and meet the requirement for 24 semester credit hours among: accounting; business finance; law; contracts; purchasing; economics; industrial management; marketing; quantitative methods; organization and management, or have passed DANTES or CLEP equivalency exams for the above.
 - ☐ Signed ACRB ☐ SF 171 ☐ OF 612
 - ☐ DA Form 2302, indicating occupation of an acquisition position on Oct 1, 1991, AND
 - ☐ Transcript, indicating 24 "business" semester credit hours, OR
 - ☐ DANTES or CLEP equivalency exam certification.

Must meet ONE: Please check the box that indicates how the second half of the education criteria is met and check the box that identifies the supporting documentation you have attached.

- ☐ Ten years of acquisition experience as of Oct 1, 1991.
 - ☐ Signed ACRB ☐ SF 171 ☐ OF 612
 - ☐ DA Form 2302, indicating 10 years of acquisition experience.

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- ☐ 24 semester credit hours among the business disciplines listed above.
 - ☐ Transcript, indicating 24 “business” semester credit hours
 - ☐ DANTES or CLEP equivalency exam certification.
- ☐ 24 semester hours in your career field, PLUS 12 semester credit hours among the business disciplines listed above. DANTES or CLEP equivalency exams, as well as credits given for training courses in these areas, may be used to satisfy the 12 hour requirement.
 - ☐ Transcript indicating 24 career field and 12 “business” semester credit hours
 - ☐ DANTES or CLEP equivalency exam certification
 - ☐ Training courses recognized with American Council on Education (ACE) credit.

EXPERIENCE:

- ☐ Four years acquisition experience in a DoD acquisition position, or in a comparable position outside DoD.
- ☐ Signed ACRB ☐ Level 3 certification certificate ☐ SF 171 ☐ OF 612
- ☐ DA Form 2302, indicating 4 years of acquisition experience.

TRAINING:

- ☐ Certification at Level III in an acquisition career field, or completion of all training requirements for such certification.
- ☐ ACRB (with certifying officials signature and printed name if certification status has changed)
 - ☐ Level 3 Certification certificate
 - ☐ Course completion certificates/diplomas for Acquisition Career Field training requirements.

All applicants must sign and date application, and have their supervisor sign and date the application.

Applicant's Signature	Date
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Supervisor's Signature _____ Date _____